

REQUEST FOR PROPOSAL FOR
SNOW REMOVAL FOR MUNICIPAL BUILDINGS &
SNOW/ICE REMOVAL FROM SIDEWALKS

The City of Algonac is accepting proposals for municipal building snow removal and snow and ice removal from sidewalks throughout the City when the adjacent property owner of said sidewalk fails to do so.

The successful bidder for snow/ice removal from sidewalks will be provided a list of sidewalks to clear after a snow event and must have snow/ice removed within twenty four (24) hours of notification. Insurance requirements are attached.

Payments will be made twice a month by approval of the Algonac City Council at their regularly scheduled meetings on the first and third Tuesday of each month. All invoices must be submitted for payment on the Tuesday prior to the meeting date.

Proposals will be accepted at the office of the City Clerk, 805 St. Clair River Drive, Algonac, MI. 48001 until 1:30p.m. Friday, October 23, 2015.

Proposals shall be received in a sealed envelope marked on the outside **“BID FOR SNOW REMOVAL”**.

Any questions can be directed to Mark Scott, Public Services Superintendent at 810-794-3281.

SPECIFICATIONS FOR SNOW PLOWING

Scope of Work

The contractor shall furnish all labor and equipment for clearing snow from areas as specified on the attached sheets during the months of November, December, January, February, March and April.

Conditions Requiring Snow Removal

The contractor shall be responsible for commencing snow clearing operations as the following conditions develop:

- Snow plowing occurs with 2" accumulation
- Snow plowing will not limit customers or employees from entering/exiting the facility
- **Library** walks and entrances will be cleared of snow and salted when necessary.
- **Water plant employees** will clear walks and entrances for water plant location.
- **Snow plowing shall be completed before 7:00 a.m. for any overnight snow event.**
- During a continuing snowfall, maintenance plowing will be required to allow the facility to stay open and clean-up shall be completed when the snow event has ceased.

Pre Bid Inspection

Bidders are encouraged to inspect the sites prior to bidding. All questions concerning plowing operations shall be directed to Mark Scott, Public Services Superintendent, City of Algonac @ 794-3281.

Bid Quotation

The City of Algonac requires contract snow plowing for two (2) sites. The attached sheet indicates site locations

The sealed bid must be received by the Algonac City Clerk no later than 1:30 p.m. on Friday October 23, 2015. Bids must be clearly marked "Bid for Parking Lot Service".

Visiting Sites

Prior to beginning snow plowing operations, the successful bidder must check each site and note with the Superintendent of any damaged railings, shrubs, trees, fences, etc. to establish record for possible obligations and liability claims due to snow plowing damage.

Equipment/Workmanship

The successful bidder is required to keep snow plowing equipment in good working condition. The contractor shall be responsible for arranging supplemental service in case of mechanical breakdown. Failure to do so may cause the City to cancel the contract.

Operators shall be experienced and exercise sound judgment in placing snow where it will not damage shrubbery or obstruct entrances, sidewalks, crosswalks, steps, etc. nor shall they push snow onto City streets. . The contractor shall make every effort during the early season to push snow back as far as practical to make room for subsequent snow.

Responsibility for Damages

Any damage to shrubbery, sod, buildings, pavement, etc. caused by the contractor or their operators shall be corrected by the contractor to the complete satisfaction of the City, prior to final payment on their contract.

Method of Payment

Payments will be made twice a month by approval of the Algonac City Council at their regularly scheduled meetings. All invoices must be submitted for payment on the Tuesday prior to the meeting date.

Insurance Requirements

See the attached.

City of Algonac
Parking Lot Snow Removal Bid Form

The City of Algonac requests quotation for snow plowing services per the above specifications.

Contractors may be required to submit references and the City reserves the right to inspect the contractor's equipment prior to award of the bid

General Plowing
(per occurrence)

Algonac/Clay Library

2011 St. Clair River Dr.

2" – 4.9" accumulation \$ _____

5.0" – 7.9" accumulation \$ _____

8.0" + \$ _____

Salt Application \$ _____

Algonac Water Plant

1530 St. Clair River Dr.

2" – 4.9" accumulation \$ _____

5.0" – 7.9" accumulation \$ _____

8.0" + \$ _____

Salt Application for front

Parking area only. \$ _____

*Water Department personnel will apply salt to sidewalks and entrances and exits of the water treatment plant.

Submitted by: _____

Address _____

Phone # _____

Contact name # emergency # _____

City of Algonac
Sidewalk Snow Removal Bid Form

The City of Algonac requests quotations for snow removal services on sidewalks throughout the City on an on-demand basis.

To be considered, all contractors must be properly licensed and insured to perform work in the City. The successful bidder will be required to show proof of same prior to award of a contract.

Contractors may be required to submit references prior to award of the bid.

General Snow Removal from Sidewalks
(per occurrence)

Snow removal based
on 50' of sidewalk \$ _____

Snow removal/salting
based on 50' of
sidewalk \$ _____

Submitted by: _____

Address _____

Phone # _____

Contact name # emergency # _____

Contractor Insurance Requirements

The contractor shall not commence work under this contract until he has obtained the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the City of Algonac.

1. Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
3. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles/equipment, all non-owned vehicles/equipment, and all hired vehicles/equipment.
4. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the City of Algonac as *Additional Insured*.
5. Cancellation Notice: Workers' compensation Insurance, commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City Clerk, City of Algonac, 805 St. Clair River Drive, Algonac, Michigan 48001.